

**Child Development
Division**

**MANAGEMENT
BULLETIN**

Subject: Update on Coordinated Compliance/Contract Monitoring Review Process	No.: 01-07
Authority: Education Code section 8203; Education Code section 8203.5; Education Code section 8261; California Code of Regulations, sections 18272 and 18279.	Date: September 21, 2001
	Expires: When Superseded

**ATTENTION: EXECUTIVE OFFICERS AND PROGRAM DIRECTORS OF
CHILD CARE AND DEVELOPMENT PROGRAMS**

PURPOSE

The purpose of this Management Bulletin is to explain aspects of the Coordinated Compliance Review/Contract Monitoring Review (CCR/CMR) process that will be impacted by Desired Results, and to clarify the review schedule for the next two years, beginning in Fiscal Year (FY) 2002-03. During a CCR, staff members from various offices within the California Department of Education (CDE) visit a school district or county office of education to determine if basic compliance requirements are being met. During a CMR, staff members from the Child Development Division (CDD) conduct a review of similar compliance items for other types of CDD-funded agencies. The new requirements for the Desired Results for Children and Families system will be phased in beginning July 1, 2002. These new requirements will be instituted in conjunction with the regular CCR/CMR review cycle, but a contractor may implement the Desired Results requirements earlier on a voluntary basis. CDD is supportive of early implementation if an agency chooses to do so. Agencies will not be evaluated on these requirements, however, until their next scheduled CCR or CMR, beginning fall 2002, after regulations have been adopted.

BACKGROUND

CDD has been working for the last four years to develop the Desired Results for Children and Families system. CDD is now revising its regulations and program evaluation process to include the desired results for children and families expected from contracted childcare services.

STATUTORY AND REGULATORY REQUIREMENTS

Three Education Code sections and two California Code of Regulations sections relate to the new requirements for the Desired Results system (These were discussed in Management Bulletin #01-06). These requirements are:

- **Education Code section 8203** requires the State Superintendent of Public Instruction (SSPI) to develop standards for the implementation of quality programs.

- **Education Code section 8203.5** requires the SSPI to ensure that all contractors for child care and development programs maintain a developmental profile to appropriately identify the emotional, social, physical, and cognitive growth of each child served to promote the child's success in the public schools.
- **Education Code section 8261**, in part, requires the SSPI to: (1) provide for a contract monitoring system to ensure that agencies expend funds in accordance with the provisions of their contracts, (2) specify adequate standards of agency performance, (3) establish reporting requirements for service reports, and (4) set forth standards for state department site visits to contracting agencies.
- **California Code of Regulations, Title 5, section 18272** defines the term "Developmental Profile," and specifies requirements for its completion and use.
- **California Code of Regulations, Title 5, section 18279** requires contractors to develop and implement an annual evaluation plan, including a self-assessment in accordance with instructions specified by CDD and an assessment of the program by parents.

DESIRED RESULTS

In accordance with the authority granted the State Superintendent of Public Instruction pursuant to Education Code sections 8203, 8203.5 and 8261, and upon adoption of amendments to California Code of Regulations sections 18270 et seq., CDE intends to institute the following changes to implement Desired Results.

Program Reviews

Upon adoption of regulations to implement Desired Results, contractors will be required to use a standardized environment rating scale and the revised CCR/CMR document when completing their annual self-study. An annual self-study is a process in which an agency determines if its program goals and objectives are being met. CDE intends to specify the use of a standard environment rating scale in the Department's regulations, the CCR/CMR document, and the annual self-review process. The CDD intends to prescribe the Harms, Clifford and Cryer Environment Rating Scales. The Environment Rating Scales will be used as part of the CCRs and CMRs, beginning fall 2002.

Developmental Profiles

Currently, agencies select a developmental profile of their choice rather than use a standard profile. Upon adoption of the regulations to implement Desired Results, developmental profiles provided by CDE will become the required standard for use by center-based programs and family child care home networks. The new Desired Results Developmental Profiles and their use in the selection of age-appropriate activities will be reviewed as part of the CCR/CMR.

Parent Surveys

The California Code of Regulations, Title 5, section 18279, Program Evaluation Process, requires that "the evaluation plan shall include assessment of the program by parents." Parental feedback

has always been a part of the CCR/CMR. Upon adoption of the regulations to implement Desired Results, a standard Parent Survey will become part of the CCR/CMR process. This Desired Results Parent Survey will be used to determine parent satisfaction with the program and to validate how the program has helped parents support their child's learning and development and achieve their family goals.

IMPLEMENTATION AND PHASE-IN OF THE DESIRED RESULTS SYSTEM

Attached to this Management Bulletin is the four-year plan to phase in the proposed regulations and the revised CCR/CMR document, which for contractors with Center-Based Programs and Family Child Care Home Networks will include the Desired Results Developmental Profile, Parent Survey, and Environment Rating Scales. As part of the phase-in, the revised CCR/CMR Monitoring Review document will be released during the regular CCR/CMR cycle in FY 2001-2002, but it will not be required until FY 2002-2003. Included in this mailing are two lists, one for school districts scheduled for CCRs during FY 2002-2003, and one for other contractors scheduled for CMRs during FY 2002-2003. Each year, approximately one-fourth of the LEAs and one-third of the non-LEAs will have on-site reviews. It will take four years to complete the full training and review cycle.

CCR/CMR training will be provided for all contractors prior to the review. Before your review, you will attend two different regional trainings based on the following: (1) CCR or CMR training on the compliance review document; and (2) Desired Results training on the system requirements.

There will be regional trainings held specifically to train agencies on the new Desired Results system. These trainings will be for those agencies that will have CCRs or CMRs during FY 2002-2003 and will be conducted by CDD staff and others who are responsible for the Desired Results system. Agencies will be notified separately of the dates and sites of those trainings.

The CDD will be developing new Title 5 regulations for the Desired Results requirements. These new requirements will become mandatory, subject to the adoption of regulations, beginning July 1, 2002, as part of the regular CCR/CMR cycle.

Alternative Payment Programs (APP) and Resource and Referral (R&R) agencies will be reviewed on existing APP/R&R requirements as part of the CCR/CMR process during FY 2001-2002, FY 2002-2003 and FY 2003-2004. It is expected that revisions and additions to these program types will be included in the CCR/CMR document for FY 2004-2005.

SELF STUDY

In the past, the Exemplary Program Standards and some alternative methods (NAEYC accreditation and Head Start PRISM) have been used to conduct the annual self-study, which was due each March 1. After implementation of the Desired Results regulations, the self-study will use the CCR/CMR document as its basis. The self study will be due on June 1, rather than March 1, under the proposed regulations.

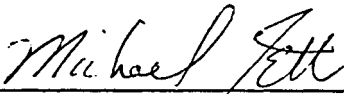
It is expected that an agency that will be reviewed in FY 2002-2003 will have sufficient time between the CCR/CMR training in the late fall 2001 and the review in the FY 2002-2003 cycle to convert to the CCR/CMR Desired Results processes. By using the CCR/CMR document as the standard, it is expected that the information obtained will be used for continuous program improvement.

ATTACHMENTS

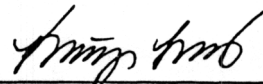
There are three attachments to this Management Bulletin. These attachments include: (1) the Four-Year Coordinated Compliance Review Cycle, beginning Fiscal Year 2002-2003, (2) the Coordinated Compliance Review Schedule for Fiscal Year 2002-03, and (3) the Contract Monitoring Review Schedule for Fiscal Year 2002-2003. The Coordinated Compliance Review schedule has been included since these programs are trained in fall 2001-2002 for a review to be conducted the following year (2002-03).

Questions regarding this Management Bulletin may be addressed to your assigned consultant. You can also find more information about Desired Results on the CDE web site at:

["www.cde.ca.gov/cyfsbranch/child_development/DR2.htm"](http://www.cde.ca.gov/cyfsbranch/child_development/DR2.htm)



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This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to Education Code section 33308.5.

Four Year Coordinated Compliance Review Cycle

<u>2002/2003</u>	<u>2003/2004</u>	<u>2004/2005</u>	<u>2005/2006</u>
Amador	Alameda	Inyo	Alpine
Calaveras	Butte	Kern	Colusa
Fresno	Del Norte	Los Angeles	Contra Costa
Kings	Humbolt	Madera	El Dorado
Lassen	Imperial	Mariposa	Glenn
Los Angeles	Los Angeles	Mono	Lake
Marin	Modoc	Nevada	Los Angeles
Merced	Monterey	Placer	Mendocino
Riverside	Napa	Plumas	San Francisco
Sacramento	Orange	San Bernardino	San Joaquin
Sierra	San Benito	San Luis Obispo	San Mateo
Siskiyou	San Diego	Santa Clara	Santa Barbara
Sonoma	Santa Cruz	Stanislaus	Solano
Tuolumne	Shasta	Sutter	Tulare
	Trinity	Tehama	Ventura
		Yuba	
		Yolo	
Total = 14	Total = 15	Total = 17	Total = 15
Counties	Counties	Counties	Counties

Total: 81 reviews

California Department of Education/Child Development Division
Scheduled Contract Monitoring Reviews
Fiscal Year 2002-2003

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Attachment 3

Alameda County	Action Alliance for Children	Kedren Community Health Center
	Alameda Co Soc Svcs Agency	L.A. Alumni Delta Sigma Theta
	Bananas, Inc	Long Beach Comm Improv League
	Berkeley-Albany Lic Family DC	Los Angeles Urban League
	Chabot-Las Positas Comm. Coll	LTSC Community Dev Corp
	Child, Family & Comm Svcs Inc.	Mt. Washington
	Children's Fund	Neighbors of Watts
	Comm CC Cncl of Alameda Co	Ocean Park Child Care Fdtn
	Davis Street Comm Cntr Inc The	Para Los Ninos
	Oakland Licensed Day Care Assn	Parent Infant Care Svcs, Inc
	Resources for Fam Dev	Phillips Ranch Youth World
	Tri Cities Children's Center	Plaza Community Center
	YMCA of the East Bay	Plaza De La Raza Head Start Inc
Amador County	Amador –Tuolumne Comm Action Agency	Regents-University of CA
Butte County	Assoc Students-CSU Chico	Rio Hondo Community College
	Butte Child Development, Inc	ST. Anne
	Butte Co Children's World	The Montessori Association of Covina
	Chico Comm Children's Center	YMCA of San Gabriel
	First Methodist Church Preschool	YWCA of Glendale
	Valley Oak Children's Serv	
Calaveras County	Human Resources Council Inc	Marin County
Contra Costa County	Contra Costa Child Care Cncl	Community Action Marin
	Kids Club	Fairfax San Anselmo C C C
	Martinez Early Childhood Ctr	Marin child Care Council
El Dorado County	Kindertown Pre-school	Marin Co Dept Health/Human Svcs
Fresno County	Economic Opp Comm Fresno	Marin Community College
	Hansel & Gretel, Inc	North Bay Children's Center
	State Center Comm College Dist	Novato Enrichment Care, Inc.
	Target 8 Advisory Council	Novato Youth Center
Inyo County	My Magic Castle	
Lassen County	Lassen Community College	Monterey County
Los Angeles County	Assistance League of So Calif	Avondale Child Development Center
	AS/SCU Northridge	Bayview Children's Center
	Berendo St. Korean CDC	Children's Services International
	Calvary Baptist Day Care Ctr	Foundation of CSU, Monterey Bay
	Center for Community and Family Serv	Hartnell Community College
	Centro De Ninos Inc	King City Child Dev. Ctr, Inc
	CHARO Community Dev Corp	Monterey Peninsula Comm Coll
	Childtime Childcare Inc	Operation Shoestrings Inc.
	Chinatown Service Center	The Salvation Army
	City of Norwalk	
	County of LA Dept. of Children's Services	Orange County
	Covina Development Center	Anaheim Family YMCA
	Creative World, Inc	Assoc Students - CSU Fullerton
	Dr. Padita's Preschool	Boys & Girls Club of Garden Grove
	Family Services	Child Development Inc.
	Grandview Presbyterian Church	Child-Pace Inc.
	Institute for Leadership and Ed.	Children's World Learning Centers
		Circle of Children
		City of La Habra
		Coast Community College Dist
		Council of Affil Negro Org Inc
		Irvine Child Care Project
		LTSC Comm. Development Corp.
		MPSS Inc.
		North Orange Comm Coll

California Department of Education/Child Development Division
Scheduled Contract Monitoring Reviews
Fiscal Year 2002-2003

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Attachment 3

	Orange Children & Parents Together	San Mateo County	Bayshore Child Care Services
	Rancho Santiago Comm College		Child Care Coord Council Inc
	St Andrew's Episcopal Church		Redwood City Child Development
	Univ of Calif - Irvine		San Mateo Co Human Svc Agency
	YMCA of Orange		San Mateo Comm College
Sacramento County	B.J. Jordan C C Programs Inc	Santa Clara County	Assoc Students Inc. San Jose SU
	Child Action Inc		Child Development Inc.
	CSU Sacramento Assoc Students		Growth and Opportunity, Inc.
	Los Rios Comm College District		Mandala Children's House
	Sacramento Co Depart. of Human Assist		Martinson Child Dev Centers Inc.
	United Christian Centers		National Hispanic University
San Benito County	San Juan Community Services Org.		San Jose/Evergreen Community Coll
San Bernardino County	Chaffey Community College		San Juan Bautista CDC
	Foundation CSU San Bernardino		Santa Clara Co Dept of Soc Serv
	San Bernardino Community Coll	Santa Cruz County	West Valley Mission Community Coll
San Diego County	Assoc. Students- CSU San Diego		Cabrillo Community College
	Assoc. Students, CSU San Marcos		Campus Kids Connection Inc
	Aunty Lynn's Daycare Ctrs Inc		Food and Nutrition Services
	Child Development Associates	Siskiyou County	Siskiyou Child Care Council
	Children of the Rainbow, Inc.	Sonoma County	Good Beginnings Nurs Sch & DC
	Educational Enrichment Systems		Monte Rio School-Age Center
	Escondido Comm Child Develop Ctr		River Child Care Services
	Grossmont-Cuyamaca Comm College		Sonoma Co Human Service Depart
	Neighborhood House Association		Sonoma Co Junior College Dist
	North County Community Service		West Santa Rosa Local Action
	North County Serenity House, Inc.	Tulare County	YWCA of Santa Rosa
	Ocean Beach Child Care Project		Bearable Child Care
	Palomar College		City of Farmersville
	San Diego Community College		College of the Sequoias
	So. Cal. Tribal Chair Assn.		Family F.O.C.U.S.
	St. Jude's Shrine		Jan-Care Inc
	YWCA of San Diego	Tuolumne County	Infant/Child Enrichment Services

Note: AP and R&R contracts will be reviewed as scheduled during fiscal year 2002-2003. However, they will be reviewed with the traditional CMR instrument without any Desired Results components.